

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

HQ O 580.1

Approved: 5-11-98  
Sunset Review: 5-11-00  
Expires: 5-11-02  
Change 1: 8-23-99

**SUBJECT: GOVERNMENT PERSONAL PROPERTY ASSET MANAGEMENT**

1. OBJECTIVES.

- a. To establish procedures for managing Government personal property owned or leased by and in the custody of Department of Energy (DOE) Headquarters employees in accordance with Federal regulations.
- b. To encourage each Headquarters DOE employee to take responsibility for achieving Government personal property accountability.

2. CANCELLATION. HQ 1400.1, PERSONAL PROPERTY AND SUPPLY MANAGEMENT, dated 12-21-83.

3. APPLICABILITY.

- a. DOE Elements. This Order applies to all Headquarters Elements.
- b. Contractors. This Order applies to the universe of contractors performing on-site in DOE-owned or -leased facilities in the Washington, DC metropolitan area. Contractor compliance with the Contractor Requirements Document (CRD) (Attachment 4) will be required to the extent set forth in a contract.

4. REQUIREMENTS.

- a. Ensure compliance with provisions of the Federal Property Management Regulations (FPMRs) and the DOE Property Management Regulations (DOEPMRs) as they pertain to Government personal property management.
- b. Perform Government personal property management activities through the functions of determining Government personal property needs; acquisition of Government personal property; Government personal property accountability and control, including receipt, storage, distribution, and proper use and care of Government personal property; and disposition of Government personal property.
- c. Designate an Organizational Property Management Officer (OPMO) for Headquarters.

**DISTRIBUTION:**  
All Headquarters Elements

**INITIATED BY:**  
Office of Administrative Services

- d. Designate a Property Accountable Officer (PAO) for Headquarters.
- e. Establish Accountable Property Representatives (APRs) for all Headquarters elements.

5. RESPONSIBILITIES.

- a. Heads of Departmental Elements shall have initiators of procurement requests identify in procurement requests if the CRD for this directive is to be applied to the award or subawards resulting from the procurement request and any special instructions for the application of the CRD.
- b. Director, Office of Administrative Services. Designates in writing the Organizational Property Management Officer (OPMO).
- c. Organizational Property Management Officer.
  - (1) Develops and implements program guidance on all matters about Government personal property for DOE Headquarters direct operations, in accordance with DOE Property Management Regulation (DOEPMR) 109-1.5005-6.
  - (2) Operates and manages the Property and Accounting Management System (PAMS).
  - (3) Performs oversight of inventories, utilization and declaration of excess of Government personal property.
  - (4) Distributes information to all Headquarters elements regarding Government personal property.
  - (5) Approves and submits annual Government personal property reports for the Office of Administrative Services to the Office of Contract and Resource Management.
  - (6) Maintains liaison with counterparts at other Federal agencies.
  - (7) Represents DOE Headquarters on interagency committees regarding Government personal property issues.
  - (8) Participates as member of the OPMO Working Group.
  - (9) Designates in writing a Property Accountable Officer (PAO).

d. Property Accountable Officer.

- (1) Administers Government personal property management requirements at DOE Headquarters.
- (2) Establishes and maintains Government personal property accountability records for all items recorded on PAMS.
- (3) Provides effective control over all Government personal property under his/her jurisdiction in accordance with FPMR Title 41, Chapter 101 and DOEPMR Title 41, Chapter 109.
- (4) Prepares the plan and schedule for physical inventories of equipment and sensitive items in accordance with DOEPMR 109.1-5106-5 and DOE Personal Property Letter 970-2.
- (5) Prepares annual Headquarters Office of Administrative Services Government personal property reports for submission to the Office of Contract and Resource Management.
- (6) Maintains liaison with other local utilization officers and the GSA Regional Utilization Officers to obtain needed items that have been or may be declared excess Government personal property.
- (7) Approves transactions between Accountable Property Representative (APR) accounts.
- (8) Provides monthly gain and loss reports to APRs for reconciliation.

- e. Accountable Property Representative. Any DOE employee may be appointed as APR at the discretion of the appointing official. For control purposes, however, it is recommended that this responsibility be fixed at the division level, preferably in the office authorized to sign requisitions and obligate funds. Accordingly, the division director or the first tier administrative officer responsible for the Government personal property in that organization shall appoint the APR in writing and forward that information to the PAO, HR-212. Except for the appointing official, the APR is the only individual authorized to sign for Government personal property for that account. In making the appointment, the appointing official should consider the time-consuming nature of the APR's duties, as outlined below.

- (1) Ensures that Government personal property is properly accounted for, controlled, protected, and used.
- (2) Serves as the primary hand-receipt holder and is responsible for all Government personal property listed on a hand- receipt or automated PAMS.
- (3) Receives all reports of Government personal property loss, theft, damage, or destruction; handles such situations; and assists the reporting employee in completing the HQ F 1400.20, "Retirement Work Order."
- (4) Ensures uniform procedural compliance by:
  - (a) notifying the PAO in writing of any personnel actions that would affect the current PAMS listing;
  - (b) submitting DOE F 1400.18, "Property Transfer or Turn-In," when Government personal property is no longer needed to support program requirements;
  - (c) participating in inventories of Government personal property as scheduled by the PAO and reconciling all inventory discrepancies;
  - (d) monitoring movement and hand receipts on sensitive items of Government personal property;
  - (e) confirming, certifying, and returning within 2 weeks from issue the Monthly Gain and Loss Report identifying transactions that occurred during the prior month within his/her account;
  - (f) notifying asset management staff at Forrestal or Germantown, as appropriate, if items of Government personal property with identification numbers are removed or replaced, or if the physical form of the Government personal property has changed (i.e., items have been damaged or component parts are added or removed);
  - (g) overseeing the transfer, reassignment, or separation of personnel from their organization to ensure that accountable Government personal property is not abandoned or removed from the area of responsibility without proper documentation;
  - (h) concurring in all requests for furniture and equipment.

- (5) Upon the transfer or separation of an employee, takes a physical inventory of all Government personal property in the employee's custody.

f. DOE Personnel.

- (1) Protect all Government personal property.
- (2) Use Government personal property for official business only.
- (3) Maintain Government personal property in like condition as received, allowing for normal wear and tear.
- (4) Notify the APR before any Government personal property transactions occur, such as transfers or removal of Government personal property from premises.
- (5) Notify APR of loss or theft of Government personal property within 24 hours.

6. REFERENCES.

- a. FPMR Title 41, Chapter 101, Parts 26, 43, and 42 through 49
- b. DOEPMR Title 41, Chapter 109, Part 1, Subparts 5005-6, 5102, and 5106-5
- c. DOE Personal Property Letter 970-2
- d. Executive Order 12999

7. CONTACTS. For assistance regarding any issue of Government personal property, please contact the following individuals.

Organizational Property Management Officer, HR-212  
Germantown, Room E-078  
Phone: 301-903-5458  
Fax: 301-903-7885

Team Leader, Germantown Assets Management, HR-213  
Germantown, Room R-006B  
Phone: 301-903-5446  
Fax: 301-903-3790

Group Director, Assets Management & Support Services, HR-212  
Forrestal, GG-031  
Phone: 202-586-9285  
Fax: 202-586-0576

General Supply Specialist, Forrestal Asset Management, HR-212  
Forrestal, Room GB-138  
Phone: 202-586-6615  
Fax: 202-586-0958

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM  
Assistant Secretary for Human Resources  
and Administration

## DEFINITIONS

1. ACCOUNT. The sum of all Government personal property in the custody of an organizational unit.
2. ACCOUNTABLE PROPERTY REPRESENTATIVE (APR). The custodian of Government personal property appointed by the head of an organizational unit. The APR has physical responsibility for the proper use, maintenance, and protection of Government personal property assigned to a specific custodial area.
3. AUTHORIZED ISSUING OFFICER. The individual responsible for authorizing the removal of Government personal property, contractor property and personally-owned property from a DOE Headquarters facility.
4. BAR CODE. Labels placed on furniture and equipment for tracking and identification purposes.
5. BOARD OF SURVEY. A group of individuals consisting of at least three members and not more than five, who are appointed by the Director, Office of Administrative Services, to investigate reports of missing or damaged Government personal property. The OPMO, PAO, APR, or employee(s) reporting the missing or damaged Government personal property are not authorized to serve on a Board of Survey.
6. EQUIPMENT. Any item of Government personal property having a unit acquisition cost of \$5,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.
7. EXPENDABLE PERSONAL PROPERTY. Materials and supplies that when put to use are consumed, lose their identify, or become an integral part of other Government personal property.
8. GOVERNMENT PERSONAL PROPERTY. Items of any kind (except real property or property related to real property) that is Government-owned or -leased from commercial sources in the custody of DOE personnel or its contractors.
9. GOVERNMENT PERSONAL PROPERTY ACCOUNTABILITY. The establishment and maintenance of Government personal property accountability records and the development of procedures to ensure effective protection and control over Government personalproperty.
10. GOVERNMENT PROPERTY TRANSACTIONS. Transfers of Government personal property within or outside an organization (e.g., reassignment of accountability, relocation of Government personal property, turn-ins).

11. HAND-RECEIPT. A document used to establish the direct accountability of a user for sensitive property. HQ F 4420.1, "Certificate of Property Receipt," is prepared for this use by asset management staff at Forrestal (HR-212) and Germantown (HR-223). Computer-generated reports from the official Property Accounting and Management System (PAMS) may also be used as hand- receipts.
12. OFFICE FURNISHINGS. Articles that supplement office furniture and augment the utility of the space assigned. These articles include lamps, desk trays, waste receptacles, draperies, carpets, and rugs.
13. OFFICE FURNITURE. Items normally associated with occupancy or use in such areas as offices, conference and reception rooms, institutional waiting rooms, lobbies, and libraries. Such items include computer furniture, desks, tables, credenzas, bookcases, coat racks, telephone cabinets, filing sections and cabinets, security containers, chairs, and davenport.
14. ORGANIZATIONAL PROPERTY MANAGEMENT OFFICER (OPMO). The individual appointed to establish and administer a Government personal property accountability program at DOE Headquarters.
15. PHYSICAL INVENTORY. The physical confirmation of the existence of the Government personal property.
16. PROPERTY ACCOUNTABLE OFFICER (PAO). The individual in the assets management office, HR-21, who is responsible for the complete coordination of Headquarters Government personal property asset management program.
17. PROPERTY REMOVAL AUTHORIZATION FORM (PRA). The PRA (HQ F 1400.25) used for the authorized removal of property (except expendable supply items)(Government-, contractor-, and personally-owned) from any DOE Headquarters facility. Accountability of DOE Headquarters Government personal property will become the responsibility of the PRA form holder.
18. RETIREMENT WORK ORDER. Form DOE F 1400.20 required to report lost, stolen, damaged (except damage to a Government vehicle resulting from a motor vehicle accident which is to be investigated), disposed of for salvage, reduced to scrap, destroyed, abandoned, or determined to be an inventory shortage.
19. SENSITIVE PROPERTY. Items of Government personal property susceptible to being misappropriated for personal use or readily converted to cash (e.g., portable computers, portable communications items, photographic items, firearms, survey instruments, binoculars, power tools, televisions, and video cassette recorders).



## ACQUISITION, ACCOUNTABILITY, AND DISPOSAL OF GOVERNMENT PERSONAL PROPERTY

1. ACQUISITION OF GOVERNMENT PERSONAL PROPERTY. The acquisition of Government personal property, (e.g., furniture items, recording devices, calculators) and “special needs” Government personal property is performed by the asset management staff, Office of Administrative Services. Requests for Government personal property should be submitted to HR-212, Forrestal, or HR-223, Germantown, by requisition. The acquisition process will be performed in accordance with FPMR 101-43 and FPMR 101-26.
2. ACQUISITION BY IMPAC PURCHASE CARDS. Holders of the IMPAC Purchase Cards making Government personal property acquisitions are to comply with the Guidelines and Operating Procedures for the Use of the Government IMPAC Purchase Card, published by Office of Headquarters Procurement Services. Holders of the IMPAC Purchase Cards must supply a copy of the Telephone Work Sheet, for each purchase, to the asset management staff, HR-212, Forrestal (fax: 6-1085) or HR-223, Germantown (fax: 3-3790), at the time the order is placed to ensure proper accountability.
3. GOVERNMENT PERSONAL PROPERTY TAGGING. Government personal property is tagged for accountability and control purposes at the time of receipt of the items. All Equipment, Sensitive and Administrative Government personal property will be assigned an individual identification tag number. The identification tag is a bar code, pressure sensitive label and will be affixed to the item of Government personal property by a member of the asset management staff. In those instances where it is deemed impractical to affix an identification number bar code label due to size or delicacy, the identification number will be assigned, referencing the serial number of the item and recorded on the official Government personal property data base.

Furniture items are tagged with bar code tags indicating the National Stock Number (NSN) or locally-assigned stock number, assigned to the furniture item. The NSN is cataloged and entered into the Government personal property data base.

4. FURNITURE ALLOWANCES. Three categories of furniture are available at DOE for official use: Class A (SES and above), Unitized (GS-15 and below), and Automated Data Processing (ADP) (GS-15 and below). The furniture is distributed in accordance with established criteria (below) as prescribed by the Director, Office of Administrative Services, or his/her designee.
  - a. Class A furniture is traditional style executive wood office furniture used by Executive Level Appointees and Senior Executive Service Employees.

- b. Unitized furniture is executive wood office furniture used by GS-15 or below employees.
  - c. Automated Data Processing furniture is metal and wood furniture used by GS-15 or below employees as required to support computers.
5. COMPUTERS AUTHORIZED FOR HOME USE. Computers and related items may be authorized for home use. However, in accordance with DOEPMR 109-1.5102, Government personal property must be used only to perform official U.S. Government work. The items must be made available for inventory when requested. The following procedure shall be followed when authorizing home use of computers and related items.
- a. HQ F 1400.18, "Property Transfer Turn-In" (TP), must be completed for any Government personal property intended for home use. The TP must include the user's name, home address, home phone number, and office phone number, and the signature of the responsible APR.
  - b. A user must sign a certification statement acknowledging his/her responsibility for the equipment. The statement should be placed in the "Remarks" area of the TP form and should read as follows.

I, \_\_\_\_\_, hereby acknowledge receipt for the above computer(s) and related items and will hold myself accountable for its safety. It will be used for official Government business only at the location noted above. Personal software programs will not be loaded onto these computer items.

	/	/	
Printed Name	Signature	Date	
  - c. Once all signatures are obtained, the APR shall forward the TP to the PAO (HR-212). The information provided on the TP will be used to establish accountability and update the Headquarters Government personal property data base.
6. TRANSFER OR SEPARATION OF EMPLOYEE. Upon the transfer or separation of an employee, a physical inventory shall be taken of all Government personal property in the employee's custody. If all Government personal property is satisfactorily accounted for, block 8 on the Employee Final Separation Clearance form (HQ F 3293.1) will be signed by an Office of Administrative Services representative. If all Government personal property is not satisfactorily accounted for, clearance for final salary payment shall be withheld until missing or damaged Government personal property is accounted for and DOE is made whole for such loss or damage. Any items of Government personal property not properly accounted for at the time of transfer or separation shall be the subject of a Retirement Work

Order indicating the loss or damage and providing a full explanation of the circumstances resulting in the missing items. Once the Retirement Work Order settles the loss or damage claim, the HQ F 3293.1 will be signed by an OAS representative.

7. TRANSFER OR SEPARATION OF APR. The PAO is responsible for ensuring that whenever there is a change in APRs, the incoming APR shall be required to accept responsibility for all Government personal property located in the APR's area of responsibility. This shall be accomplished through a joint physical inventory of the separating APR and the newly appointed APR. If warranted by unusual circumstances, the new APR may authorize acceptance of the inventory through the following certification:

I, \_\_\_\_\_, incoming Accountable Property Representative, have satisfied myself that the records for Government personal property under the jurisdiction of the (name of the APR account) are accurate; and that the items recorded therein is physically on hand as of this date. I hereby agree to accept full responsibility for Government personal property as recorded and waive any requirement for a physical inventory as a condition to such acceptance.

Signature: \_\_\_\_\_  
Title : \_\_\_\_\_  
Date : \_\_\_\_\_

8. TRANSFER OR SEPARATION OF PAO. The OPMO is responsible for ensuring that whenever there is a change in PAO, the incoming PAO shall be required to accept full accountability and responsibility for all Government personal property under the jurisdiction of the Property Accountable Office. This may be accomplished through either a physical inventory or a certification similar to that cited in paragraph 7.
9. PHYSICAL PROTECTION OF GOVERNMENT PERSONAL PROPERTY. Controls such as a property pass system are required to prevent loss, theft, or unauthorized movement of Government personal property from the premises on which such items are located. The Property Removal Authorization (PRA) form, HQ F 1400.25 (available from any HQ Self-Service Supply Store), shall be used in place of the OF-7 Property Pass form at DOE Headquarters, and must be signed by an authorized issuing officer. (See Attachment 3 for PRA issuing instructions.)
- a. The **authorized issuing officer** must be designated in writing by an office director, administrative officer, or APR, and the designation must be sent to the Property Accountable Officer (PAO). The authorized issuing officer will be notified by the PAO of the effective date of signature.
- b. The PRA shall be used to authorize removal of Government personal property (except expendable supply items) from a DOE HQ facility only when it is for **official use**. It is also used when personally-owned and contractor-owned property is removed from a

DOE HQ facility. (See Table 1.) The authorized issuing officer may use discretion in determining whether a given request may be made orally or in writing.

- c. A PRA is **not** needed by employees or contractors from other Department of Energy Field Offices, or other U.S. Government agencies provided they are holding a valid property pass issued from their respective office/agency for items in their possession and they present an official identification from their agency.
- d. A PRA is **not** needed to remove expendable supply items (e.g., pens, pencils, notebooks).
- e. Visitors to DOE HQ who are bringing property items into the HQ facilities will be supplied with a Temporary PRA form, issued to them by a Protective Force Security Officer, at the time of sign-in. The form will be completed by the visitor and signed by an authorized issuing officer before leaving the facility. The temporary PRA is (1) valid only on the date of issuance, (2) is not valid for the removal of DOE Government personal property, and (3) cannot be used by a badged HQ employee.
- f. Security Officers shall not take a PRA from the holder. Security Officers are, however, required to verify:
  - (1) the signature of the authorized issuing officer,
  - (2) the holder's identity,
  - (3) the equipment shown on the pass,
  - (4) that the return date has not been reached, and
  - (5) that the pass is properly completed.
- (g) Security Officers shall not allow holders of improperly completed or incomplete PRA forms to remove the property from the facility.

Table 1. Examples of Government Personal Property and Personally-Owned Property That Might Require PRAs Before Being Removed for Official Purposes	
Government Personal Property	
Calculators Cameras Cellular Phones Computes (Desktop or Portable) Microwaves Monitors Printers Projectors	Radios Recording Devices Refrigerators Televisions Transcribers Typewriters Video Cassette Recorders Any Furniture Item
Contractor-Owned and Personally-Owned Property	
Cameras Cellular Phones Computers (Desktop or Portable) Microwaves Monitors Printers	Projectors Radios Refrigerators Televisions Any Furniture items

10. LOSS, THEFT, DAMAGE, OR DESTRUCTION OF HEADQUARTERS GOVERNMENT PERSONAL PROPERTY. All DOE employees are responsible for protecting Government personal property. If Government personal property is lost, stolen, damaged, or destroyed, the following actions are required.
- a. Employees who detect or suspect the loss, theft, damage, or destruction of Government personal property shall immediately make an oral report to the appropriate APR. The APR shall initiate a search for the item or review the circumstances of damage or destruction. If the item cannot be located or the Government personal property has been damaged or destroyed, the employee shall submit a report of loss or theft within 24 hours, in accordance with the following procedures.
    - (1) Notify the Headquarters Protective Force (6-6900, Forrestal, or 3-2403, Germantown) if there is reason to suspect theft. A member of the Headquarters Protective Force will respond and will complete an Incident Report.
    - (2) Prepare a Retirement Work Order (HQ F 1400.20). For cases of theft, a completed Incident Report must be attached to the Retirement Work Order.

- (3) Submit the Retirement Work Order to the APR for review/signature. The APR will submit the Retirement Work Order to the PAO, HR-212, Germantown.
  - b. Upon receipt of the Retirement Work Order, the PAO will investigate the loss or damage and will take the following actions.
    - (1) Remove the Government personal property record from the official Government personal property data base if circumstances so warrant. The PAO is authorized to remove Government personal property records with an acquisition value of \$500 or less.
    - (2) Recommend to the reviewing authority [i.e., the Organizational Property Management Officer (OPMO)] that the Government personal property be removed from the official Government personal property data base if circumstances so warrant. The OPMO is authorized to remove Government personal property records with an acquisition value of \$1,000 or less.
    - (3) Prepare a concise summary of the case and submit it and the Retirement Work Order to the Board of Survey with one of the following recommendations.
      - (a) Government personal property is serviceable and should be continued in service.
      - (b) No individual is pecuniarily liable for the loss, theft, damage, or destruction of the Government personal property. Therefore, the item should be removed from the Government personal property accountability records.
      - (c) The employee shall be held pecuniarily liable because his/her negligence or willful misconduct led to the theft or contributed to the loss, damage, or destruction of the Government personal property. Any case that involves a possible illegal act by a DOE employee shall be referred to the Office of the Inspector General. Final Board of Survey actions should be deferred until that office completes its investigation.
11. UTILIZATION AND DISPOSAL OF GOVERNMENT PERSONAL PROPERTY. At Headquarters, the authority to reassign and transfer Government personal property to and from other DOE offices, to obtain excess Government personal property from other Federal agencies, and to report and dispose of excess and surplus Government personal property is limited to the HQ PAO, in accordance with FPMR 101-42 through FPMR 101-49, Subchapter H. Government personal property which is no longer required by HQ elements shall not be disposed of through transfer to another Federal agency, or donated, or sold until a determination has been made by the HQ PAO that such Government personal property cannot be utilized elsewhere within DOE.

- a. All automated data processing equipment (ADPE) shall be sanitized, by the using HQ element, before being transferred into excess to ensure that all data, information, and software has been removed from the equipment. Designated computer support personnel must indicate that the equipment has been sanitized by attaching a certification tag to the item and by signing a certification statement on the TP form.
- b. In accordance with Executive Order 12999, ADPE is offered to qualifying recipients of the Computers for Learning Program. All such transfers of HQ Government personal property are coordinated through the HQ PAO.

## INSTRUCTIONS FOR COMPLETING THE PROPERTY REMOVAL AUTHORIZATION

The following instructions for completing the three-part PRA form shall be adhered to strictly.

1. If an error is made in preparing the PRA or the information on the PRA changes, the erroneous PRA shall be discarded and a new PRA issued. **A PRA SHALL NOT BE CHANGED OR ISSUED WITH CHANGES.**
2. The PRA **must be signed by the holder and approved by the authorized issuing officer.**
3. **Each PRA must be issued for specific items and user(s).** Blanket authorizations are not permissible. For example, a PRA may not be issued with the description “any cellular telephone.” Any exception to this specific authorization must have a written justification with authority from the Headquarters Physical Protection Program (NN-514.1).
4. An authorized issuing officer is not allowed to approve a PRA for his/her own use.
5. A PRA requesting removal of furniture or furnishings must be signed by one of the following MA-21 employees:

Director, Office of Administration, 4A-191, Forrestal  
Director, Office of Operations, Office of Administration, GG-031, Forrestal  
Director, Assets Management and Support Services Group, GG-031, Forrestal  
Forrestal Assets Management Team Leader, GB-175, Forrestal  
Germantown Assets Management Team Leader, R-006, Germantown  
Organizational Property Management Officer, E-078, Germantown.

6. The PRA shall be completed by the requester (holder) as follows.

<b>Date Issued</b>	Date PRA is issued.
<b>Name of Holder</b>	Printed name of individual removing item.
<b>Holder's Org. Code</b>	Organizational routing symbol of holder.
<b>Holder's Rm./Bldg.</b>	Room and building of the holder.
<b>Signature of Holder</b>	Signature of individual requesting to remove item.
<b>Holder's Phone</b>	Phone number of holder.
<b>Property Pass Valid At</b>	Not necessary to complete--Form has been preprinted.



<b>Description of Property</b>	Nomenclature, manufacturer, model, identification
<b>Being Removed</b>	number (Tag #), and serial number.
<b>Property Belongs To</b>	Identify the owner of the item (e.g., DOE HQ, DOE Contractor, personal).
<b>Authorizing Issuing Officer</b>	Printed name and signature of authorized issuing officer.
<b>Return Date</b>	Date the item(s) are to be returned (not to exceed one year). The word “ <b>indefinite</b> ” <b>shall not be used in the Return Date area</b> . Once the indicated return date has been reached, a new PRA must be issued. If the item(s) are contractor-owned, or personally-owned the Return Date area may indicate N/A.

7. The completed PRA shall be presented to the authorized issuing officer for verification and signature. (Self-serve lamination will be available in the Germantown Assets Management Office, R-006, and the Forrestal Assets Management Office, GB-175, if a PRA is being used for an extended period of time.)
8. The authorized issuing officer is responsible for approving or disapproving the PRA and distributing an approved PRA as follows.
  - a. Original (white) is given to the holder (requester) of the PRA.
  - b. Copy #2 (yellow) is mailed immediately to the **Property Accountable Officer**, HR-212, in Germantown.
  - c. Copy #3 (blue) is mailed immediately to the **Accountable Property Representative** for the organization.

## **CONTRACTOR REQUIREMENTS DOCUMENT**

In the performance of Headquarters on-site contracts, the contractor shall adhere to specified regulations and requirements related to the management and accountability of Government personal property.

Contractor employees performing on-site in DOE Headquarters owned or leased facilities shall:

1. Take responsibility for achieving Government personal property accountability while using DOE-owned Government personal property.
2. Protect all Government personal property.
3. Use Government personal property for official business only.
4. Maintain Government personal property in like condition as received, allowing for normal wear and tear.
5. Notify the Accountable Property Representative (APR) of the Headquarters Element for which is being supported by the contract before any Government personal property transactions occur, such as transfers or removal of Government personal property from premises.
6. Notify the APR of loss or theft of Government personal property within 24 hours.
7. Present a Property Removal Authorization form (HQ F 1400.25), signed by an authorized issuing officer, to a Protective Force Security Officer, when removing Government personal property, contractor-owned property or personally-owned property.